Advanced CAPP

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Topics

- Essentials of CAPP functionality
- Area qualifiers
- Typical CAPP setup
- Data entry quality control (DEQC)
- SGASTDN: catalog term
- SHATRNS: transfer courses
- Individual Student Adjustments

Topics

- CAPP Navigation
- CAPP additional information display page
- “What-if” analysis
- Using CAPP for degree conferral
- Online resources

Essential CAPP Functionality

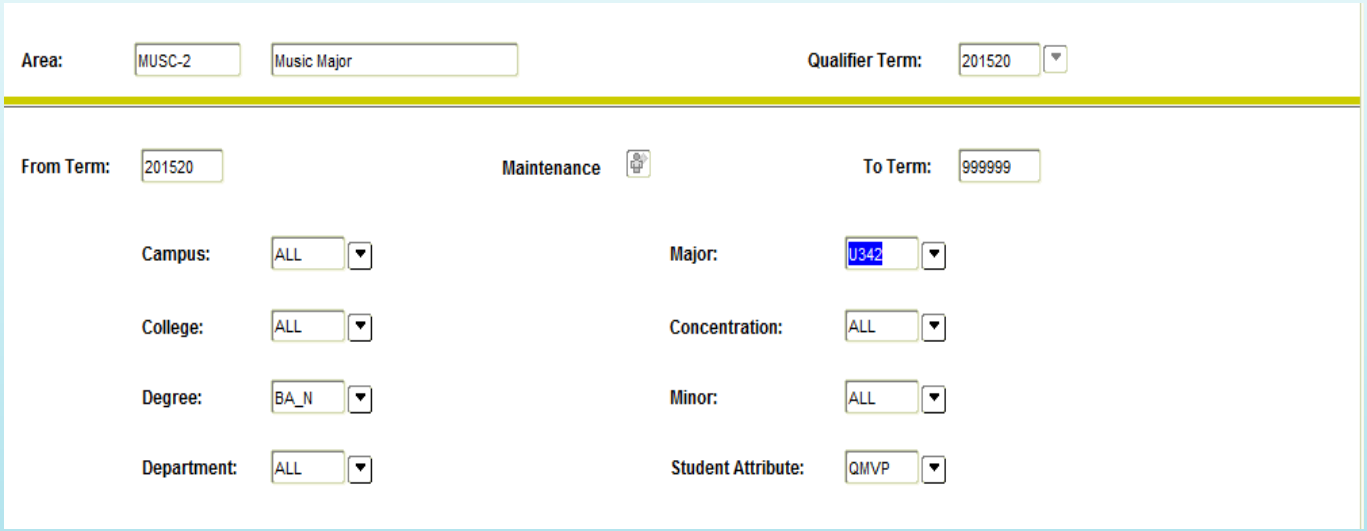
CAPP maintains curriculum information for all programs.

- Each unique curriculum within the program may be represented by one or more "AREAS," which are used to group the requirements.
- Areas display on the CAPP report based on the specific qualifiers that are tied to the area.

Essential CAPP Functionality

- SGASTDN is the source of all areas that display on the CAPP report.
- Program requirements
- Area requirements (based on area qualifiers)

Area Qualifiers



SGASTDN:

Curricula tab Curriculum sub tab

- Campus
- College, and Degree

Field of Study sub tab

- Department
- Major
- Concentration
- Minor

SGASADD:

Student Attribute

Typical CAPP Setup

Typical Undergraduate Program:

- General education
- Major requirements
- Minors (if declared)
- Open electives

Most Graduate/Professional Programs :

- Core courses
- Additional areas may include:
  - Test score requirements
  - Additional electives

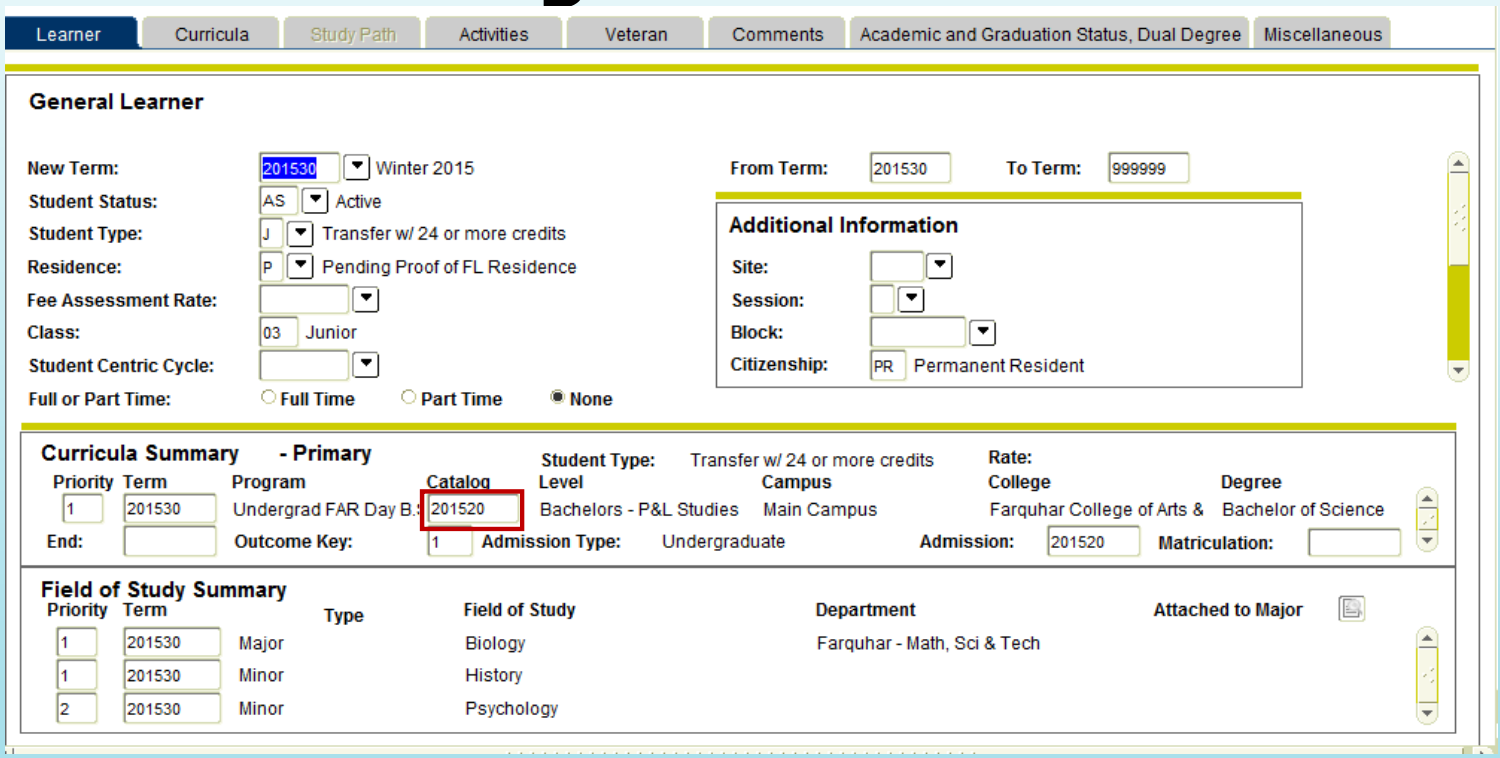
Data Entry Quality Control (DEQC)

Any student information detail that is incorrect on the CAPP report needs to first be verified in Banner on SGASTDN (or SGASADD), which is the source for CAPP.

If SGASTDN has incorrect information, a request should be sent to *deqc@nova.edu.*

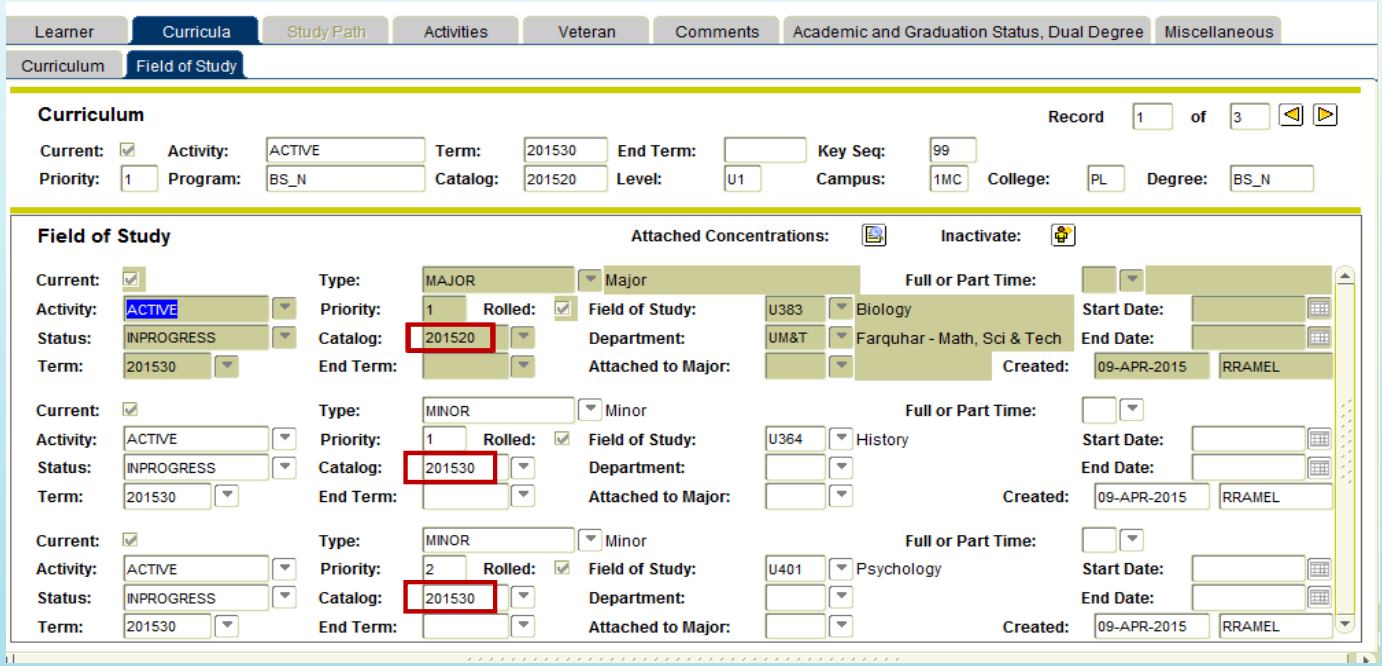
- Examples: Student level changes/additions, catalog term changes, curriculum changes/updates
- NOTE: Changes to SGASTDN can only be made in the current or a future term.

SGASTDN: Catalog Term



This record shows the student has a catalog term 201520, with a major in Biology and minors in History and Psychology.

SGASTDN: Catalog Term

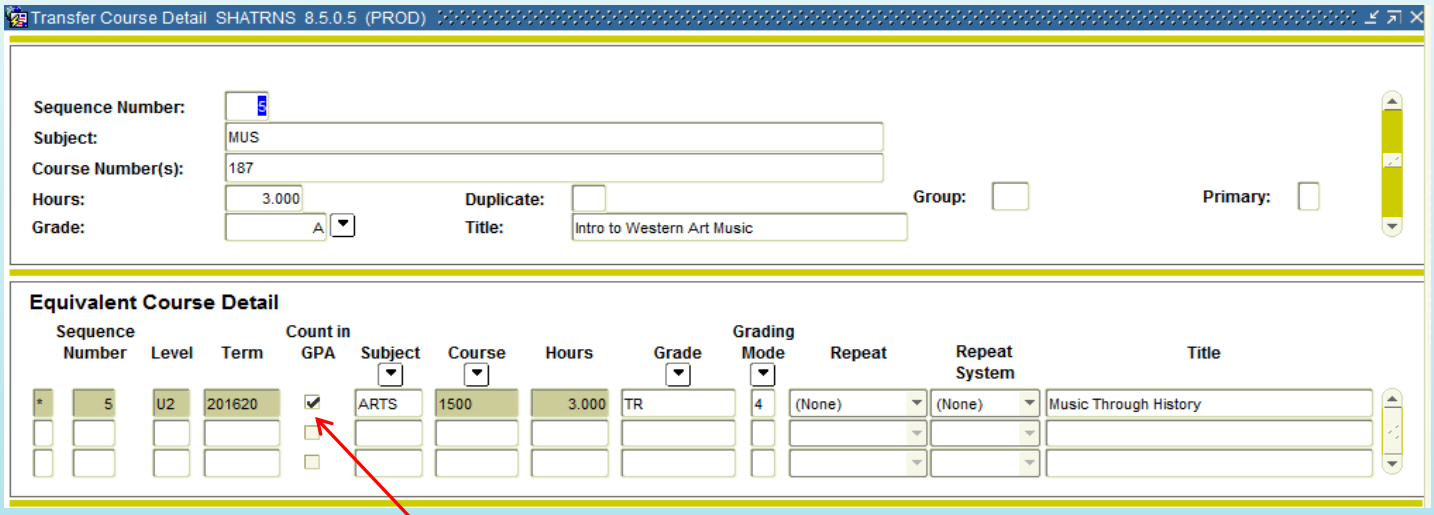


The major catalog term is listed as 201520, while both minors have a catalog term of 201530. CAPP runs on the major catalog term. If the minor term is different, a manual adjustment must be made.

Transfer Courses

- Transfer courses are entered on the Banner form SHATRNS.
- If transfer courses are not displayed on the CAPP report, review SHATRNS to ensure that the transfer award was completed.
- The "Count in GPA" indicator must be checked in order for courses to display on the CAPP report.

Transfer Course Detail [SHATRNS]



Make sure "Count in GPA" box is checked, otherwise the course will not appear on the CAPP report. If a course needs to be checked, email *TAShelp@nova.edu.*

Individual Student Adjustments

- Adjustments can only be made if the applicable coursework exists on the student's Banner record.
  - Academic History [SFARHST]
    Displays completed coursework [SHACRSE] and registration [SFAREGS] details
  - Transfer Record [SHATRNS]
    Displays all courses that have been transferred in from other institutions
  - Test Scores [SOATEST]
    Displays all test scores for the student (may not apply to all programs/majors)
- Review the "Additional Information Display" to see if the courses are listed as "Unused" or "Rejected" before requesting an adjustment.
- Ensure the request states the specific adjustments that are needed in the appropriate sections on the form.

Individual Student Curriculum Adjustment Form (CAF)

Types of individual adjustments:

- Substitutions: allow an alternate course to replace a required course.
- Waivers: waive course requirement
- Other Exceptions: program and area adjustments such as year limit extension, increase transfer course maximum, change course requirements.

* All adjustments must be signed
(center approval varies by college)

Substitutions

Replacing one course for another course

SUBSTITUTION (*Allow an alternate course to take the place of a required course*)

Required Course:	PSYC	1020	Alternate Course:	PSCY	2350	Apply to Area: Psychology Major
Required Course:			Alternate Course:			Apply to Area:

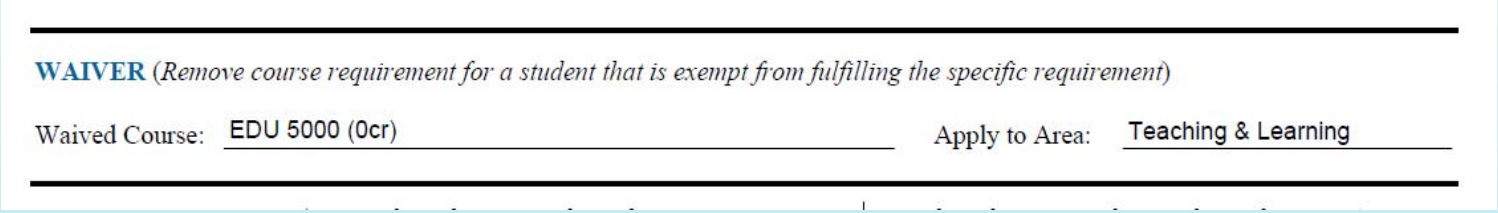
- If the student needs more than two substitutions, complete additional forms.
- If the same substitution applies to more than one area (i.e.: major and minor), list both areas in the "Apply to Area" field.
- If one course will replace two or more courses, complete the "Other Exception" section.

OTHER EXCEPTION (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

Requirement:	PSYC 2350 (3cr) and 2360 (3cr)		
Exception:	PSYC 3670 (6cr)	Apply to Area:	

Waivers

To waive a course requirement means the student is exempt from completing that course for degree completion.

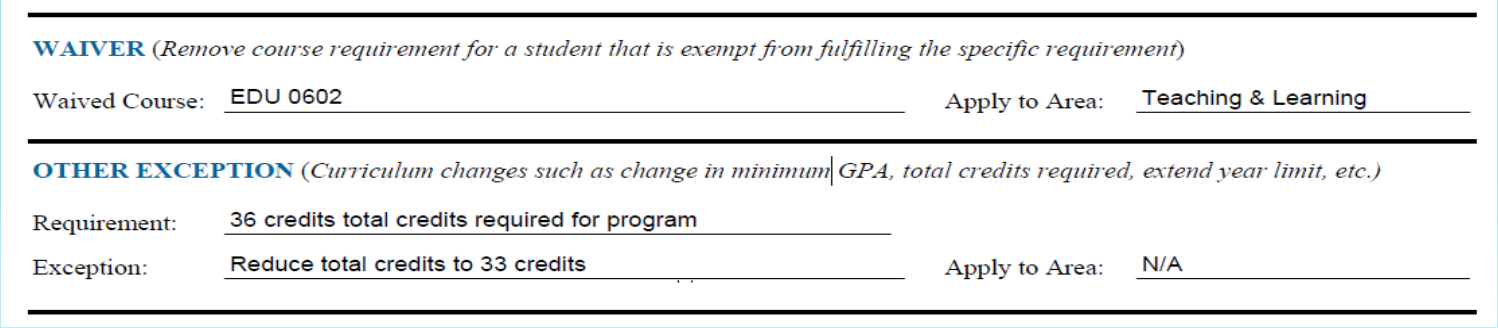


WAIVER (*Remove course requirement for a student that is exempt from fulfilling the specific requirement*)

Waived Course: EDU 5000 (0cr) Apply to Area: Teaching & Learning

If waiving a course means the student will be short the credits needed to complete the degree:

- Consider if the waiver really should be a substitution, or
- Adjust the total credits required as needed to support the waiver.



WAIVER (*Remove course requirement for a student that is exempt from fulfilling the specific requirement*)

Waived Course: EDU 0602 Apply to Area: Teaching & Learning

OTHER EXCEPTION (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.*)

Requirement: 36 credits total credits required for program

Exception: Reduce total credits to 33 credits Apply to Area: N/A

Other Exceptions

Any adjustment request that is not a one-for-one course substitution or waiver is considered "other exception."

- Changes to program requirements:
  - Total credits required
  - Maximum transfer
  - Year limit (graduate programs only)
- Changes to a specific area:
  - Total credits required
  - Maximum transfer

Other Exceptions: Program

Change program maximum transfer credits

OTHER EXCEPTION (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.*)

Requirement: 72 maximum transfer credits for program

Exception: Increase maximum transfer credits to 79 Apply to Area: N/A

- Change program year limit

OTHER EXCEPTION (*Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.*)

Requirement: 5 year limit to complete courses

Exception: Extend year limit to 8 years Apply to Area: N/A

- Courses that exceed the year limit are listed on the Additional Information Display in the Rejected Courses section.

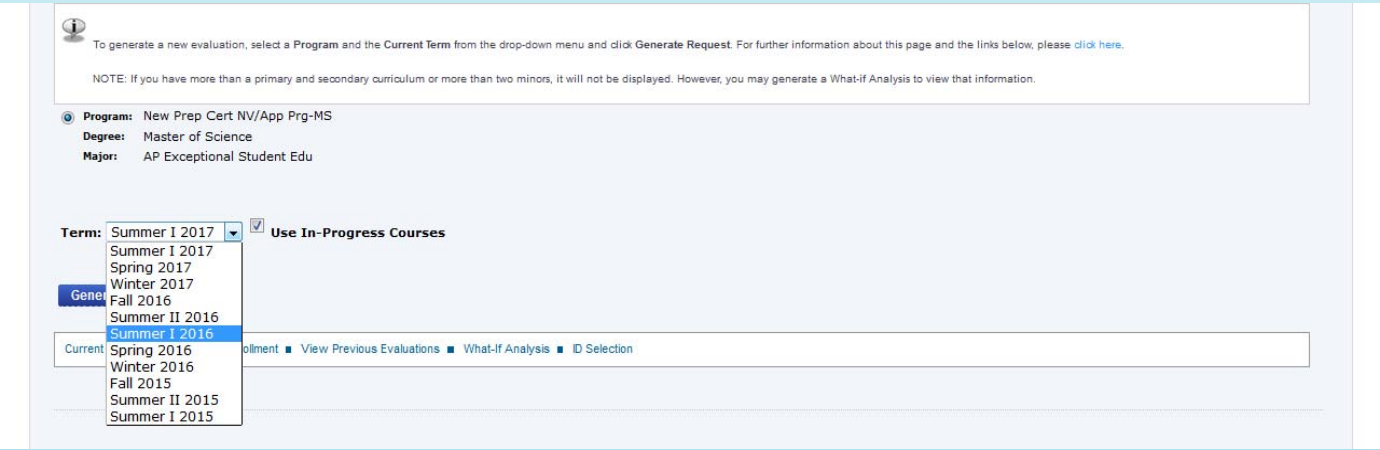
Other Exceptions: Program

How is year limit calculated?

- The student's catalog term is the starting term for year limit calculation.
- If the student's catalog term is 201120 for a program that has a five-year limit, the student has until 201620 to complete courses.

Other Exceptions: Program

Results vary by the evaluation term selected at the point of generating a new request; *always use the current term as the evaluation term.*



Other Exceptions: Area

Change area maximum transfer credits

Undergraduate programs only allow half of the total required credits for the major and minor areas (i.e.: if the area requires 30 credits, the maximum transfer is 15 credits).

OTHER EXCEPTION *(Curriculum changes such as change in minimum GPA, total credits required, extend year limit, etc.)*

Requirement: 9 maximum transfer credits

Exception: Increase maximum transfer to 12 credits Apply to Area: Humanities Minor

Examples of other types of area adjustments

- Changing a restriction (i.e.: only 6 credits at the 2000 level): An exception is to allow 9 credits at the 2000 level
- Changing course reuse (double-dipping) between areas (i.e.: a major and a minor): An exception is to allow reuse between those areas. NOTE: Course reuse applies to the overall area, not individual courses.

CAPP Navigation

Steps to accessing CAPP:

Faculty and Advisors → Advisor Menu → CAPP Degree Evaluation → Select Term → Student/Advisee ID Selection → Student Verification → CAPP Degree Evaluation Curriculum Information

NOTE: At the Select Term step, users typically leave the default semester/term selected and click submit.

- The default term is a future term (i.e. 201720).
  [Leaving 201720 selected will displayed the latest record the "Curriculum Information" page]

- If the student starts a new program in 201720, you must use the current semester (i.e. 201650) to pull up the current program info.

CAPP Navigation

Faculty and Advisors → Advisor Menu → Advisee Listing

Feature that allows advisors to view a list of students that are assigned to them in Banner

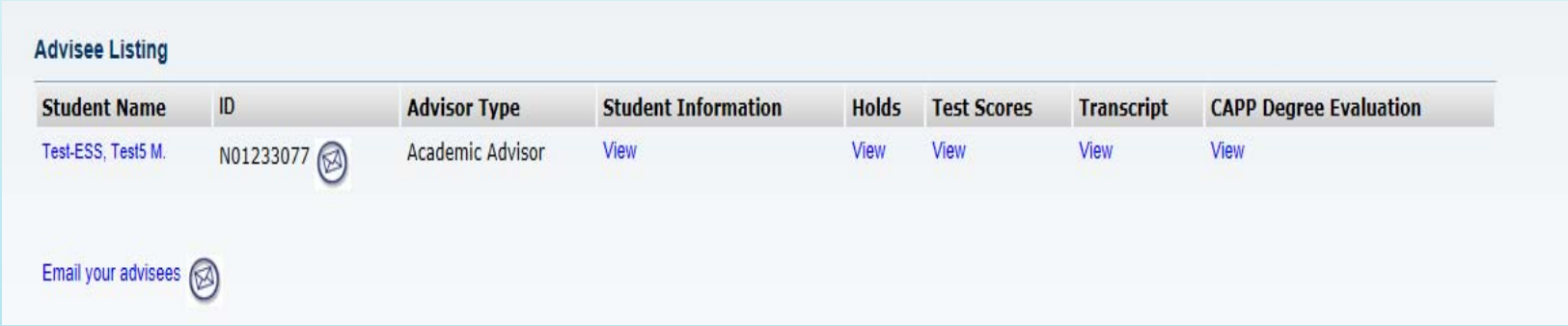
- The Advisor must be assigned to the student in the form SGAADVR.
- The program office is responsible for ensuring that advisor assignments are accurately reflected.

Benefits:

- Having students listed without having to search for each NSU ID
- One-stop access to each student's information, including the CAPP report
- "Email your advisees" option allows you to send communication to all of your students with just one click.

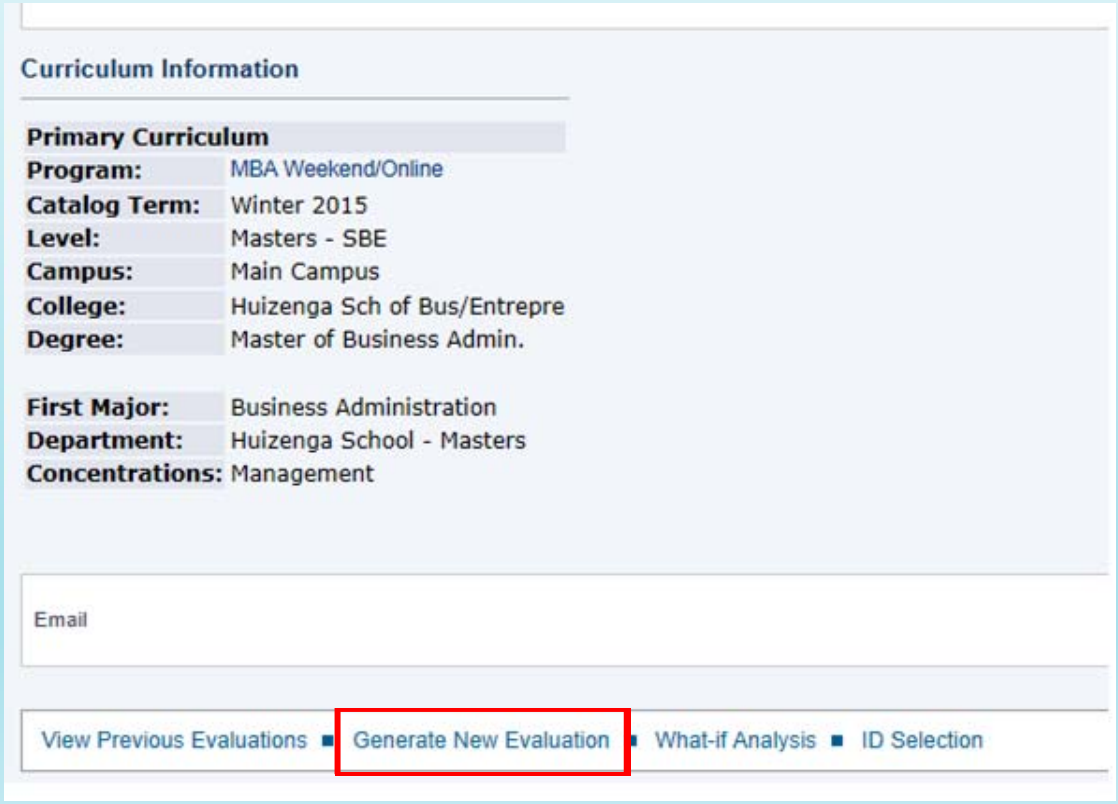
CAPP Navigation

Note: When clicking on "view" hyperlink for CAPP Degree Evaluation, WebStar will bring up the curriculum information page so you can generate a new CAPP report.



CAPP Navigation

Click on "Generate New Evaluation" to run a new CAPP Report for your Student.



Additional Information Display

- This display option lists:
  - course not used
  - course attributes not used (should be ignored)
  - rejected courses

- Always refer to the "Additional Information" page to see courses that are not used or rejected.
  - Typical reasons:
    - Minimum grade not met
    - Course repeated
    - Course exceed year limit (graduate programs only)
    - Course level not met
    - Course intentionally excluded (per catalog or college's request)

"What-if" Analysis

This is a feature that helps advisors and students make decisions about curriculum changes.

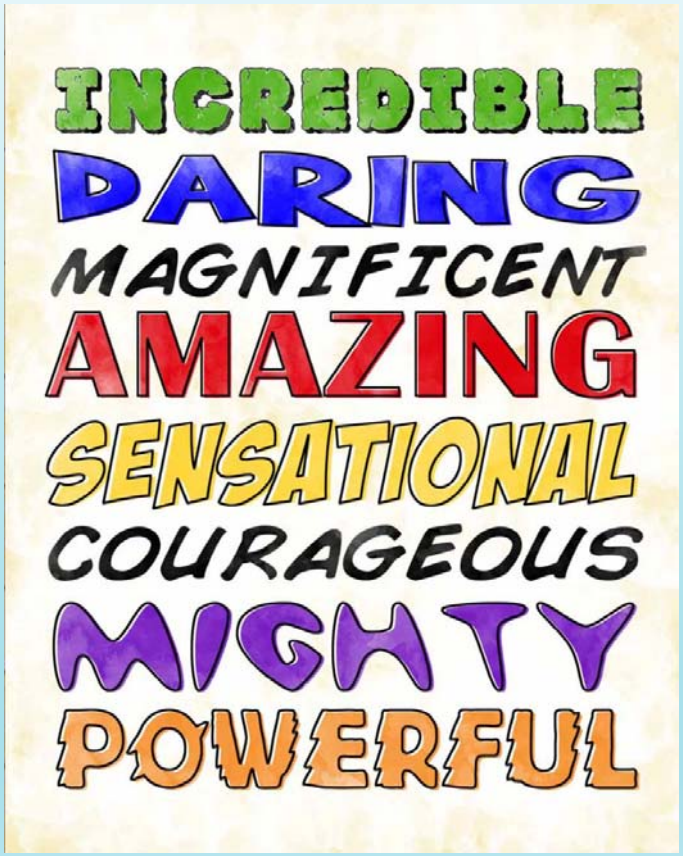
- Try running program under a different entry term, which refers to the catalog term
- Verify if electives can be applied to a minor or concentration.
- If the student changes majors, verify if any of the courses already completed are applicable.

NOTE: "What-if" Analysis is a simulation and does not represent an actual change in Banner. Curricula changes can be requested through *deqc@nova.edu.*

Using CAPP for Degree Conferral

We recommend the use of CAPP prior to degree conferral to ensure that all requirements are satisfied.

- If there are global discrepancies – will correct the student being evaluated as well as all students with similar coding
- If there are individual adjustments needed - they can be entered in prior to degree conferral to rectify any unmet requirements
- If there are student coding issues (i.e., the student has the wrong concentration code or is missing a minor) - those corrections can be made ahead of time, so the student is conferred with the appropriate field of study information.


INCREDIBLE
DARING
MAGNIFICENT
AMAZING
SENSATIONAL
COURAGEOUS
MIGHTY
POWERFUL

Online Resources

CAPP Web Page *www.nova.edu/capp*

- How to access CAPP through WebSTAR or SharkLink
- Listing of academic advising/program office contact numbers for all colleges
- CAPP guide for students

Additional Questions?

Please email any questions not answered today to *capp@nova.edu.*

Thank you for attending!